

PARKING CHARGE NOTICE – APPEALS PROCESS

If you have received a Parking Charge Notice (“Notice”) you have the right to appeal.

STAGE 1

The basis of an appeal should state if it relates to one of the following areas:

- a) That the Parks Procedure had not been followed correctly;
- b) That the Notice was incorrectly issued;
- c) That the resulting action was inappropriate;
- d) That the person is a permit holder covering that vehicle.

An appeal must be made in writing to the Parks Manager and either sent by post or email to:-

Parks Manager
c/o Kingsbury Water Park
Bodysmoor Heath
Sutton Coldfield B76 0DY
Or email: parks@warwickshire.gov.uk

An appeal must be lodged within 14 days of receipt of the Notice. You may include evidence with your appeal.

Warwickshire County Council will consider your appeal against its country park parking terms and conditions as displayed on signage within the car park and will take account of any mitigating circumstances that are supplied. The Council aims to respond within 21 days of receipt of an appeal and will communicate the decision to you in writing within this period.

If your appeal is successful, your Notice will be cancelled and you will not have to pay the additional parking charge. If the appeal is rejected, you will be required to pay the additional parking charge in full.

STAGE 2

If an appeal at Stage 2 is requested, the matter will be reviewed by a manager at Warwickshire County Council with the aim of responding within 21 days of receipt of the stage 2 appeal. The Council will endeavour to communicate a decision in writing within this period. The manager will review all the evidence and reach a final decision.

If a stage 2 appeal is successful, the Notice will be cancelled and you will not have to pay the charge. If the appeal is rejected, you will be required to pay the additional parking charge in full.

COURT / DEBT RECOVERY

If the additional parking charge is not paid following an unsuccessful appeal, or if no appeal is lodged, Warwickshire County Council may refer the matter to the County Court or take debt collection action and additional recovery costs may apply.